

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Best Practice: 1

1 Title of the Practice: Digitalization of Admissions & Attendance:

2 Objectives of the Practice: The following are the were the basic objectives of digitalization:

- Use of ICT in educational administration to develop of better Management of Information System (MIS)
- To reduce duplication of administrative work & Bring transparency in administration for the stake holders
- Cost saving by saving in stationary like prospectus, attendance report, electricity, cart rage etc
- Environment consciousness through saving of papers and saving other related resources
- Quick service, like quick preparation of attendance report and other reports for decision making

3. Context:

- Observed in the past that, the college prospectus was very rarely used by the students and was useless once admissions are over, so there was wastage of (around 52500 pages) paper to print prospects, adopted digital form of prospectus
- Complaints from the students and parents about the authenticity of manual attendance system
- During admission period huge crowd for admissions and excessive administrative work due manual admission process
- Data creation about students by manual work was time consuming and tedious

4. The Practice:

- A cloud based service vendor 'DIGIMKEY' was identified and made MoU for digital services of admissions, attendance & examinations (introduced from 2016-17)
- Digital prospectus with admission form was displayed on the college website www.sterlingcollege.edu.in
- The candidates seeking admission were to fill digital admission form from the website and submit the hard to the college office with request fee, and automatic receipt was generated and admission was complete and there was automatic data creation of students
- An app was provided to the teachers and students for taking attendance of academic activities through mobile phone. The app can show the attendance status to students and parents on daily basis to those who have downloaded the app on their mobile phone
- The student present in the lecture but by default absentee is marked by the teacher, such students contacted the concerned teacher and got corrected on the same day
- Monthly attendance report was prepared based on digital attendance
- the teachers sent the intimation if any to the students through the app
- The data base created due to digital admission was used for preparing mark sheet of the students after the examinations are over
- The teachers entered the marks of internal exam and term end exam of the students as per their convenience due to remote access feature
- Soft copy of the final result of the students was displayed on the college website

5. Evidence of Success:

Due to digitalization of admissions and attendance:

- College could save at least more than 53000 pages (prospectus & attendance stationary) of paper on yearly basis
- Complains from students and parents regarding their attendance record reduced considerably
- Easy for preparation of attendance reports and teachers could enter the marks of exam through their computers
- Easy transfer of admission data and classification of students data
- Correction in attendance on the same
- Work load of administration during admission period reduced
- Access to connect the students easily

Problem encountered:

- Since it was the first experiment for the vendor company there were many technical problems like wrong recording of attendance , server issue etc in the beginning few months
- Up-dation of details was based on availability of internet connectivity
- The attendance app was not working on certain type of mobile phones like i-phone
- It took time to the teachers to become familiar with the app
- It was being misused by few students in the beginning due to common login common pass ward
- Marking of attendance of extra lecture and remedial lecture was not possible in the beginning, it was resolved in due course

Resources required:

- Expert admin person who can control the use of software
- A teacher with IT knowledge for preparing reports was a problem for few months
- Internet facility issues
- Additional cost to be paid to the service provider

Best practice - 2:

1. The title: “ Students Initiated Activities”

2. Objectives of the practice:

- To promote leadership qualities among the interested students
- To enriching the talents among the students, like anchoring, event organizing etc
- To create a platform in the college for the students to plan & execute the activities at intercollegiate level
- To give some autonomy to the students to make decisions in group and work in group (team activity)
- To identify the students and their talent to represent the college for intercollegiate events
- To make the students to understand and learn by doing and practically involving in the events and projects

3 The context:

- There was a proposal from few students on their own to organize certain events at intercollegiate level
- The students observed that few old and big colleges used to organize activities, like a mega event of intercollegiate cultural activity due to which many students got opportunity use their skills, perform and excel in certain area of their interest
- The students having certain skills wanted a platform in the college for them to have some intercollegiate events like other colleges
- College also thought it should provide opportunity and facilities to the students to experience and learn by doing certain activities

4 The Practice:

- After receiving an oral proposal from the students during the year 2015-16 a teacher was nominated to coordinate with the students and a core committee was formed of 6 students and one teacher
- A detailed written proposal about the event, funding, nature of activities etc was received from the core committee and a joint meeting of core committee with principal was held and proposal was finalized
- Final proposal was got approved from the management and decided to provide all necessary infrastructural facilities and other support will be given and the event should be self funding
- The intercollegiate event was named as by the students themselves as FORZA and the event is being organized each year in the month of January under the supervision of teacher coordinator and other teachers

5 Evidence of success:

- The event FORZA has become quite popular among the students in the college and involvement students has been increasing
- The program has become self funding and students only collect sponsorship for the event
- The students who worked a core committee members and organizing committee members found have become more responsive and mature
- Few students who initiated this program have become entrepreneurs after completion of their graduation and many of the core members have become responsive citizens
- Branding of the college is being done due to such events
- College management started sanctioning some financial grants as an incentive to the students

6. Problems encountered & Resources Required:

Problems encountered:

- The basic problem encountered during the first year 2015-16 was many students were out of the class saying we are working for the event
- Funding was an issue, since it was self financed, sufficient fund was not generated through sponsorship
- Loss of two working days on the days of events

Resources Required:

- Financial resources are required since it is difficult to get sponsorship

